



**City of Celina**  
**142 North Ohio Street**  
**Celina, TX 75009**  
**972-382-3617**

### **What is a Certificate of Occupancy?**

A Certificate of Occupancy (C.O.) is required for all buildings or structures that are occupied or used. Basically, when a tenant leases a space, a commercial building is built and/or occupied, or a new home is built, a new C.O. shall be required. Upon issuance of a C.O. and approval of all required inspections, utilities will be released in the new tenant's name. The C.O. contains information concerning the owner or tenant, address of the building, a description of the portions of the building and the use intended, building code verifications for the group and classification of the building or structure, and approval of the Building Official.

### **When is a C.O. required?**

- When an existing business is operating without a current C.O.
- When a new building is constructed and occupied.
- When an existing building or lease space is remodeled, enlarged, or altered;
- When any new use, tenant, or occupant is established;
- When any use, tenant, or occupant of any tenant or lease space is changed;
- When any tenant "name" or ownership is changed;
- When there is a change in use which would place the building or lease space in a different occupancy classification (group and/or division) as referenced in the International Building Code.
- **As of February 11, 2008, a residential C.O. is required for new residential construction. It is the responsibility of the home builder to get his C.O. from the city once all the finals have been completed. The City of Celina will not consider the project completed until the C.O. is issued to the builder.**

Buildings/structures in specified zoning districts may be used for any permitted uses. However, no building or structure shall be erected, altered, converted, arranged, designed, or used for other than those uses specified as permitted uses in the district in which it is located, and in

accordance with the provisions of the applicable Articles of the Comprehensive Zoning Ordinance. It is often difficult to change the use of a building or space and comply with the building and fire codes as well as the Comprehensive Zoning Ordinance. For example, a building that was designed and constructed as an office or a retail use will typically not comply with city requirements for a restaurant, daycare facility or church. The addition of a fire protection system may be required and could be a costly modification. If a change in use is anticipated, it is recommended that the City of Celina be contacted prior to proceeding with any further contracts. The best solution is to bring building plans and visit Development Services regarding the proposed change in use.

### **Why is a C.O. needed?**

The Fire Department uses the C.O. information to help identify potential hazards that may be encountered while responding to emergency calls. The Post Office requires a current C.O. with the correct address before mail will be delivered. When the building is new, the C.O. verifies that it conforms to the most current life safety standards. When the building is existing, has an ownership change, tenant change, or change in building use, a new C.O. is required to provide that the building is still safe to occupy.

### **How is a C.O. obtained?**

For new or remodel construction, a C.O. is generated upon completion of the final building inspection. For existing buildings, the owner or tenant must complete an application requesting a C.O. This application may be obtained by downloading the application from our web site, visiting Development Services, or by mail or fax. There is a \$100.00 application fee for commercial and multi-family buildings, and \$50.00 for one and two family dwellings. This fee must accompany the application.

When the City of Celina receives the completed application and fee, the application will be processed, and the information supplied by the applicant will be checked, the zoning requirements verified for the business and the City's records will be updated. When an approved application is completed, the applicant is called to verify the date when a Building Inspector can come to the application site for an inspection. All occupancy applications require approved inspections prior to C.O. issuance. Upon successful completion of the building final inspection, the Building Official will issue the C.O.

### **What should be done with a C.O. once it is obtained?**

**Commercial** - The C.O. is required to be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

**Residential** – The home builder should keep a copy of the C.O. for his records. It does not have to be posted.

### **Can a C.O. be revoked?**

**Yes.** The Building Official, or Fire Marshal may, in writing, suspend or revoke a C.O. whenever it is determined that the certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes, and/or Fire Codes.

***Any questions about Certificates of Occupancy should be directed to City Hall – 972 382-3617***